

Request for Quotation

January 13, 2021

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2021.01.024

PR No. 1.037 OCBS

Requirements : FOOD AND BEVERAGES WITH DELIVERY SERVICES

Project Title : January 2021 TPB Regular Board of Directors' Meeting

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Food and Beverages (Bento Food Sets for Lunch) with delivery services to the respective addresses of the attendees. Meeting Date: January 28, 2021 @ 12:00 Noon</p> <p>Requirements: Manila-based hotel for the provision of food and beverage requirements and delivery to the respective addresses of the attendees of the above mentioned meeting</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1) Existing Credit Line with TPB and must be Department of Tourism (DOT) Accredited 2) Bento Food Sets (Lunch) inclusive of one round of beverage 3) Food delivered shall be fresh, hot and ready at least 30 minutes or an hour before the meeting. 4) Can arrange food delivery outside Metro Manila (not necessarily of the same menu) 5) Minimum guarantee of 30 pax 	25,000.00	25,000.00

	6) Actual number of pax and final schedule of the meeting is subject to be confirmed one (1) week before the event 7) Provide cost per head in case additional person. 8) Any other arrangements that may be mutually agreed upon by the TPB and the service provided 9) Must be Department of Tourism Accredited		
Terms	30 days upon receipt of invoice		
ABC	Php 25,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **January 18, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement